

Present Records Management System

<u>Man-years in Registry Operations</u>	80	(Excluding Messengers)
<u>Annual Budget</u>	\$ 1,000,000	Salaries \$ 900,000 Operating Expenses \$ 100,000
<u>Specialized Capital Equipment</u>	\$ 750,000	
<u>No. of Items Handled</u>	750,000/yr.	(305,000 substantive)
<u>Retrieval Activity</u>	270/day	Substantive 70/day Administrative 200/day
<u>No. of Substantive Files</u>	137,000	Current 24,000 Dormant 13,000 Archival 100,000
<u>Space</u>	33,000 sq.ft.	A Tower 18,000 sq.ft. C Tower 3,000 sq.ft. Conveyor rooms 12,000 sq.ft.